



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 13.2

Subject: Delinquent Youth In Departmental Custody: Home County Case Manager Responsibilities

Supersedes: DCS 13.2, 03/01/05

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): None

Approved by:

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Application

To All Department of Children's Services Juvenile Justice Case Managers

Authority: TCA 37-5-106

Policy

The home county case manager is the primary case manager for youth and families and shall have responsibility for assigned cases from the time a youth enters custody until the youth is discharged from the Department's supervision by the committing court. The home county case manager will maintain regular contact with youth in out-of-home placements. The home county case manager shall coordinate casework with court liaisons and youth development center facilities case managers. All contacts with youth and families shall be recorded in TNKids.

Procedures

A. Contact with youth residing in youth development centers, DCS group homes and contract agency placements

1. Youth placed in youth development centers, DCS group homes or contract agency placement will be seen by face-to-face visit on a monthly basis, if the youth is placed within seventy-five (75) miles of the case manager's region.
2. If the youth is placed more than 75 miles from the case manager's region, the youth will be seen on a quarterly basis. Case managers should utilize video conferencing to see youth more than quarterly if the region has access to

this type equipment. The case manager will have monthly telephone contact with youth placed more than 75 miles from the case manager's office.

3. If face-to face visits cannot be made, the Regional Administrator may waive the visits. Acceptable reasons to grant a waiver include illness, vacancies and caseload size.
4. Case managers will participate in classification and release staffings at all program placements in person or via teleconference or videoconference if available. The home county case manager will provide written input for classification and release staffings.
5. Home county case managers will participate in reclassification and program staffings when possible.
6. The youth development centers and DCS group homes will be notified in advance by E-MAIL message or memorandum of any planned visit, specifying the names of the youth to be seen, their case manager, and an estimated time of arrival. The facility case manager will respond via E-MAIL to confirm the visit. Unplanned visits by case managers will be permitted at the discretion of the facility staff.
7. After meeting with the youth at the facility, the HCCM will meet with the youth's facility case manager regarding the youth's progress. If the youth has issues or allegations, they must be discussed with the facility case manager before leaving the facility.
8. The HCCM will notify the facility case manager regarding Court hearings, Foster Care Review Board, or other appointments at least one (1) week before scheduled appearance.
9. The home county case manager and facility case manager will document all visits in TNKids case recordings.
10. The case manager will discuss all visits with the youth's family. This will also be documented in TNKids case recordings.

B. Contacts with youth placed in mental health/mental retardation facilities

1. Youth in the Department's legal custody, but transferred to Mental Health/Mental Retardation facilities, will be contacted as required by their supervision level. See DCS policy [13.1, Supervision Levels of Delinquent and Unruly Youth](#).

2. Home county case managers may attend program, transfer, and release staffings. The case manager will notify Mental Health/Mental Retardation facilities in advance of visits. All visits to Mental Heath/Mental Retardation facilities will be recorded in TNKids case recordings.
- C. Youth placed in DCS foster homes**
- Case managers will adhere to the following DCS policies for delinquent youth placed in DCS foster homes:
1. *13.1, Supervision Levels of Delinquent Youth*
 2. *16.1, Placement Of Delinquent Youth In Family Foster Homes*
 3. *16.2, MEPA/IEPA Inter-Ethnic Placement Act*
 4. *16.34, Disclosure of Medical and Psychological Information to Foster Parents and Prospective Foster Parents*
- D. Contacts with youth in custody but residing at home**
- Youth will be seen as per their supervision level. See DCS policy *13.1 Supervision Levels of Delinquent Youth*.
- E. Contacts with youth at home in a continuum program**
1. Youth involved in continuum programs (that have an assigned continuum case manager) but residing at home may be supervised as if they meet minimum supervision criteria as outlined in the supervision policy referenced in section *D* above.
 2. In addition to those requirements outlined in the supervision policies the home county case manager will have at least one face-to-face visit or telephone contact with the continuum caseworker each month.
- F. Contacts with family**
1. The home county case manager has primary responsibility for working with the family during a youth's out-of-home placement.
 2. The home county case manager will determine what family services are necessary. The need for these services will be documented in the permanency plan.
 3. The home county case manager will assist families in securing necessary services and monitor the provision of

services.

4. The home county case manager will monitor the family's progress in acquiring necessary skills that will enable reunification of the youth with the family.
5. The frequency of home visits and parent interviews will be in accordance with DCS policy [13.1, Supervision Levels of Delinquent Youth](#).

G. Supervision of absconder (runaway)

When a youth is on runaway status, the case manager shall adhere to the following supervision responsibilities:

1. Make one unannounced home visit each month. If the youth is at the home and does not willingly return to custody, law enforcement shall be contacted immediately.
2. Make at least two (2) telephone calls to the parents each month.
3. If the family has moved, conduct a diligent search on a monthly basis per DCS policy [16.48, Conducting Diligent Searches](#).
4. The case manager shall ensure that a petition and attachment have been filed and the youth is placed on the National Crime National Crime Information Center (NCIC).

H. Initial staffings and permanency plans

1. The home county case manager or the assessment case manager will coordinate the initial assessment staffing for youth placed at contract agencies and DCS group homes. The facility classification case manager will coordinate the classification staffing for youths placed in youth development centers.
2. The initial assessment permanency plan staffing for all youth, other than those placed at youth development centers, will be held within fifteen (15) working days of the youth's custody date. Youth placed in a youth development center will have their classification staffing within ten (10) working days of their arrival at the facility from court and five (5) working days upon arrival from a former program.
3. The home county case manager will develop the youth's permanency plan. If there is a local assessment team case manager, the home county case manager must be actively involved in the development of the permanency plan. The permanency plan shall be completed within thirty (30) calendar days of the date the youth enters DCS custody, See DCS policy [16.31, Permanency Planning For](#)

Children/Youth in Department of Children's Services Foster Care.

4. For youth placed in a youth development center, the home county case manager will develop the permanency plan at the classification staffing. The permanency plan is developed in addition to the classification report, which is developed by the facility classification case manager.
5. If a youth is placed in a youth development center, the home county case manager or assessment case manager will attend the initial (classification) staffing. The home county case manager will make all efforts by providing services and/or needed assistance to ensure the youth's parent(s)/guardian(s) attend and/or participate in this staffing in person or via teleconference.
6. The home county case manager will make all efforts by providing services and/or needed assistance to ensure the youth's parent(s)/guardian(s) attend and/or participate in this staffing in person or via teleconference.
7. Permanency plans developed for youth placed at the Youth Development Center will not be presented to the court for ratification. In cases where court ratification may serve to benefit the child and/or his/her family, the home county case manager may seek court ratification, after consultation and with approval of such ratification by the immediate supervisor and Team Coordinator along with the appropriate local DCS staff attorney. Before a youth steps down to another placement the permanency plan will be reviewed and revised in a formal Child and Family Team Meeting at the facility. Once the youth is IV-E eligible, the plan will be presented to the Court for ratification. Court ratification must take place within sixty (60) days of the revised plan.
8. Permanency plan goals will be reviewed quarterly and revised when necessary. For youth in the youth development centers, the permanency plan will be reviewed quarterly in conjunction with the quarterly IPP reviews. The YDC counseling manager and the home county case manager's team leader or designated supervisory staff will also participate in these meetings either in person or via teleconference at each six (6) month review, as well as review and sign off on documents pertaining to this six (6) month review.

I. Services to parents

1. Visitation and home passes will be documented in the youth's permanency plan.
2. Case managers will provide parents assistance, if needed, through available flex funding to ensure parents are able to visit their child as well as have the youth home for passes.

Forms

CS-0577 Permanency Plan

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Classification report:</i>	<p>A staffing summary written as a narrative description of the proceedings from which treatment needs were identified in the five developmental areas (Health, Education, Social Skills, Personality/Behavior, and Family Community Reunification). This summary includes participant's comments, observations, or questions, which are not documented elsewhere. This is also the proper place to document the minority or dissenting opinion of team members regarding the youth's treatment recommendations or program placement.</p> <p>Recommendations for further assessments, along with any pending referrals, shall be indicated in the report. The staffing summary must clearly state the treatment recommendations and the justification for each.</p>
<i>Facility Case Manager:</i>	<p>The case manager at a contract agency or a youth development center (YDC) or DCS Group Home.</p>
<i>National Crime</i>	<p>A nationwide information system dedicated to serving and</p>

Information Center (NCIC): supporting criminal justice agencies -- local, state, and federal -- in their mission to uphold the law and protect the public. NCIC 2000's additional capabilities include, but not limited to, enhanced name searches, fingerprinting searches, probation/parolee information, information linking, mugshots and convicted sex offender registry.